

## **PAPER PART C INSTRUCTIONS**

1. Please make sure that the NY license number you enter at the top of the page begins with the prefix BR. This is the license that you are required to have in the state of NY to broker business.
2. All declining companies and NAIC numbers must be filled out completely. If the company does not appear on this list, it should not be listed on the PART C. [http://www.elany.org/dc\\_update.aspx](http://www.elany.org/dc_update.aspx) Please make sure that you reference this list when filling out your declining companies.
3. The FULL name of the representative declining the risk is required.
4. Please make sure that a box is selected in each section that requires it.
5. If the affidavit is filled out improperly, the state of NY will reject the filing. This may cause late fees to be charged to you. Please make sure the affidavit is filled out properly before submitting it.

## **ONLINE PART C INSTRUCTIONS**

1. Quick 2 minute instructional video: <http://www.elany.org/videos.aspx?vid=24>
2. Fill out the Part C online here: <http://eefs.elany.org/eefs/aff/PartCLicense.xhtml>

# PART C – AFFIDAVIT BY PRODUCING BROKER

## 1. PRODUCING BROKER INFORMATION

AFFIDAVIT NO. 

<input type="text"/>	License No. BR-	<input type="text"/>
Name		
<input type="text"/>	<input type="text"/>	<input type="text"/>
Address	City	State
		Zip Code

## 2. RISK INFORMATION:

Name of the Insured 

(The name of the insured must be precisely the same in this affidavit and the declarations page, binder, cover note or confirmation of coverage.)

## 3. DISCLOSURE INFORMATION

Yes  No  Did you personally provide a written Notice of Excess Line Placement (Form: NELP/2011) to the insured as required by Section 2118 of the New York Insurance Law and Regulation 41?

## 4. DECLINATION INFORMATION

- (a) Yes  No  Has the Superintendent determined that declinations are not required for this type of risk? IF ANSWER TO QUESTION (a) IS "YES", SKIP QUESTIONS (b) AND (c) GO ON TO THE AFFIRMATION SECTION.
- (b) Yes  No  Does the insured qualify as an "Exempt Commercial Purchaser" that made a written request consistent with the requirements of New York Insurance Law Section 2118(b)(3)(F)? IF ANSWER TO QUESTION (b) IS "YES", SKIP QUESTION (c) GO ON TO THE AFFIRMATION SECTION.
- (c) Yes  No  Was the risk described above submitted by the producing broker to companies: (1) each authorized in New York to write coverages of the kind requested; (2) which the licensee has reason to believe might consider writing the type of coverage or class of insurance involved; and, (3) was such risk declined by each such company?  
If the answer to QUESTION (c) above is "YES", COMPLETE THE FOLLOWING SCHEDULE:

### AUTHORIZED COMPANIES DECLINING THE RISK

1. Name of Company  Date of Declin.:   
NAIC Code

The insurer declined to underwrite the risk because:

- Insurer presently lacks adequate capacity to write this risk.
- Specific underwriting reason.
- Other (Specify) \_\_\_\_\_

Affiliation of Representative:  Company Employee  Agent  Other (specify) \_\_\_\_\_

\_\_\_\_\_  
Name of Representative Declining Risk

I believed this insurer would consider underwriting this risk because:

- Recent acceptance by the insurer of a risk, requiring that type of coverage or class of insurance.
- Advertising by the insurer or its agent indicating it entertains that type of risk/coverage.
- Media communications (Newspapers, Trade Magazines, Radio) which indicate the insurer will underwrite that type of coverage.
- Communications with other professionals, such as brokers, agents, risk managers, insurance department or ELANY personnel indicating the insurer entertains such risks.
- Any other valid basis you can document.

# PART C – AFFIDAVIT BY PRODUCING BROKER

AFFIDAVIT NO. \_\_\_\_\_

## AUTHORIZED COMPANIES DECLINING THE RISK

2. Name of Company  Date Declin.:   
NAIC Code

The insurer declined to underwrite the risk because:

1.  Insurer presently lacks adequate capacity to write this risk.
2.  Specific underwriting reason.
3.  Other (Specify) \_\_\_\_\_

Affiliation of Representative:  Company Employee  Agent  Other (specify) \_\_\_\_\_

\_\_\_\_\_  
Name of Representative Declining Risk

I believed this insurer would consider underwriting this risk because:

- Recent acceptance by the insurer of a risk, requiring that type of coverage or class of Insurance.
- Advertising by the insurer or its agent indicating it entertains that type of risk/coverage.
- Media communications (Newspapers, Trade Magazines, Radio) which indicate the insurer will underwrite that type of coverage.
- Communications with other professionals, such as brokers, agents, risk managers, insurance department or ELANY Personnel indicating the insurer entertains such risks.
- Any other valid basis you can document. \_\_\_\_\_

3. Name of Company  Date Declin.:   
NAIC Code

The insurer declined to underwrite the risk because:

1.  Insurer presently lacks adequate capacity to write this risk.
2.  Specific underwriting reason.
3.  Other (Specify) \_\_\_\_\_

Affiliation of Representative:  Company Employee  Agent  Other (specify) \_\_\_\_\_

\_\_\_\_\_  
Name of Representative Declining Risk

I believed this insurer would consider underwriting this risk because:

- Recent acceptance by the insurer of a risk, requiring that type of coverage or class of Insurance.
- Advertising by the insurer or its agent indicating it entertains that type of risk/coverage.
- Media communications (Newspapers, Trade Magazines, Radio) which indicate the insurer will underwrite that type of coverage.
- Communications with other professionals, such as brokers, agents, risk managers, insurance department or ELANY Personnel indicating the insurer entertains such risks.
- Any other valid basis you can document. \_\_\_\_\_

## AFFIRMATION

I, \_\_\_\_\_, am the licensee or sublicensee of the named broker in Section 1 of this affirmation and I hereby affirm under penalties of perjury that all of the information contained herein is true to the best of my knowledge and belief.

Signature of Affiant \_\_\_\_\_ Date \_\_\_\_\_